

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☐ Permanent Full-time ☐ Permanent Intermittent ☒ Limited-term (Temporary) Length ____ ☐ Formal Training and Development Assignment

Position Title: Student Assistant/General Tax

Classification: Student Assistant

Location: Oakland

Section/Unit: PIT/Oakland Field Office

Salary Range: \$8.41 Hr. - \$11.20 Hr.

Number of Vacancies: 1

Job Description: (includes typical duties)

The Franchise Tax Board is looking for students enrolled as Accounting majors, who are interested in an opportunity to gain practical experience in the area of audit and taxation. You will work independently under the guidance of an experienced auditor who will give you instruction and feedback on your development. You will gain hands on experience in: accessing the latest computer technology; learning how to perform computer based tax research; assisting auditors with field work; which may include corresponding with various individuals to complete the assigned cases; and performing background searches using various public records and the Internet.

Required Knowledge, Skills, Abilities:

Minimum Requirements:

Accounting major;

Completed six or more units of college level Accounting courses;

Must be a full-time student (12 or more units);

Must be able to work a minimum of 16 hours a week (hours may be structured around your school schedule).

Desirable Experience/Qualifications:

-Strong written and verbal communication skills. Duties that fall into this category include preparing correspondence and reports, and conducting telephone interviews for the purpose of gathering pertinent information.

-Effective interpersonal skills. Demonstrated by the ability to develop relevant document requests for information, and ability to work well in a high-energy, fast-paced, dynamic team environment.

-Strong analytical and problem solving skills. Possess ability to analyze data, identifying patterns or relationships, and be creative, inquisitive and innovative.

-Good time management skills. Ability to effectively manage and prioritize multiple tasks.

Mail or hand deliver your application by: until filed

Telephone Number: (510) 622-1891

Address/Room Number: Franchise Tax Board, 1515 Clay Street, Suite 306, Oakland, CA. 94612-1432. Attn: Debra Terrell

Special Instruction: FTB employees please hand deliver or route to Debra Terrell at M/S L-23.

Please submit a State application form 678 and a statement of qualifications or resume that demonstrates meeting the required knowledge, skills, and abilities. **EXEMPT FROM HIRING FREEZE.**

Applications will be screened and only the most qualified applicants will be interviewed.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

"California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB."

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.